

**RESOLUTION NO. 2013-33
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING SALARIES
FOR UNREPRESENTED EMPLOYEES
AND REPEALING RESOLUTION 2010-08**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background.

(a) The City Manager recommended the salary adjustments set forth herein. After considering the increases in the cost of living since the last salary adjustment for unrepresented employees and the salary adjustments approved by the City Council for represented employees, the Council finds that the recommended salary adjustments are warranted.

(b) The future salaries for unrepresented employees became indeterminate when the City Manager opened labor negotiations with represented employees in August 2013. Accordingly, the City Council also finds that salary adjustments set forth herein should take effect at the same time as the salary increases for represented employees, which is September 1, 2013.

2. Salary Scale for Non-exempt Casual Employees.

The Town shall pay unrepresented, non-exempt, casual employees described herein the hourly rate of pay shown in the following table.

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Recreation Leader I	\$9.53	\$10.00	\$10.50	\$11.02	\$11.58
Recreation Leader II	10.01	10.50	11.04	11.59	12.16
Recreation Leader III	10.51	11.04	11.59	12.16	12.77
Facility Attendant	10.01	10.50	11.04	11.59	12.16

3. Salary Scale for Non-exempt Regular Employees and Probationary Employees.

The Town shall pay unrepresented, non-exempt, regular employees and probationary employees described herein the hourly rate of pay shown in the following table:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
Accountant I	\$36.72	\$38.56	\$40.49	\$42.52	\$44.64	
Accounting Technician	\$32.58	\$34.21	\$35.93	\$37.72	\$39.62	
Administrative Technician I	\$30.41	\$31.94	\$33.53	\$35.21	\$36.96	
Administrative Technician II	\$31.94	\$33.53	\$35.21	\$36.96	\$38.81	
Administrative Technician III	\$31.94	\$33.53	\$35.21	\$36.96	\$38.81	\$40.76
Community Services Officer	\$29.67	\$31.15	\$32.71	\$34.35	\$36.06	
Maintenance Technician I	\$29.74	\$31.22	\$32.78	\$34.42	\$36.15	
Maintenance Technician II	\$31.22	\$32.78	\$34.42	\$36.15	\$37.95	
Maintenance Technician III	\$31.22	\$32.78	\$34.42	\$36.15	\$37.95	\$39.86
Recreation Coordinator	\$29.66	\$31.14	\$32.70	\$34.33	\$36.04	

4. Salary Scale for Exempt Employees. The Town shall pay unrepresented, exempt employees described herein the respective monthly salaries shown below:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Assistant City Manager	12,014.29	12,615.01	13,245.76	13,908.05	14,603.46
Director of Recreation Services	7,869.03	8,262.48	8,675.60	9,109.38	9,564.85
Human Resources Manager	7,738.58	8,125.51	8,531.79	8,958.38	9,406.30
Police Commander	10,425.40	10,946.67	11,494.00	12,068.69	12,672.13

5. Benefits. In addition to those benefits already set forth in the Town of Colma's Administrative Code Chapter 3 – Personnel Policies:

(a) *Community Service Officer.* Incumbent shall be entitled to replacement for wear and tear of uniform in lieu of a guaranteed uniform allowance. The position of and the hours authorized for Community Service Officer shall be and are contingent upon obtaining funding for that position from the Supplemental Law Enforcement Services Fund (SLESF). If no Supplemental Law Enforcement Services Funds are granted to the Town of Colma, then the position may be eliminated.

(b) *Maintenance Technician.* Incumbent shall be provided with certain work garments in lieu of a guaranteed uniform allowance.

(c) *Police Commander.* The incumbent shall be granted an annual uniform allowance equal to and on the same terms and conditions as granted to the Colma Peace Officers.

6. Steps. A regular employee in each of the classifications described in this resolution shall start at Step 1, unless hired by the City Manager at a higher step because of relevant experience or qualifications. Each year of satisfactory continuous service thereafter, the employee shall advance to the next higher step until the employee has reached Step 3 in the shown in the above table. Advancement to Steps 4, 5 or 6 may be granted by the City Manager, in the Manager's sole and absolute discretion, after review of the employee's job performance; it is not automatic.

7. Amendment or Revocation; No Contract. Nothing herein shall prevent the City Council from hereafter revoking or amending any of the foregoing provisions, salaries or benefits, provided that the Town shall first comply with all applicable provisions of Resolution 98-40 and the Meyers-Miliias-Brown Act. This Resolution is not intended to be a contract with any employee working in any of the classifications described herein.

8. Repeal; Transition

(a) Resolution 2010-08 is repealed.

(b) The City Manager is directed to use his best efforts to implement this resolution as follows:

- beginning with the second pay period following execution of this resolution, the Town

will begin paying salaries in accordance with this resolution, and

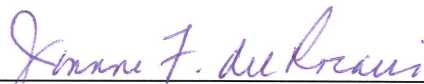
- by the third pay period following execution of this resolution, the Town will include the pay covering the period from September 1, 2013 to the second pay period following adoption of this resolution.

Certification of Adoption

I certify that the foregoing Resolution No. 2013-33 was duly adopted at the regular meeting of the City Council of the Town of Colma held on October 9, 2013, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor	x				
Joseph Silva	x				
Diana Colvin	x				
Helen Fisicaro	x				
Raquel Gonzalez	x				
<i>Voting Tally</i>	5	0			

Dated 10-23-13


Joanne F. del Rosario, Mayor

Attest: 
William Norton, City Clerk